

The background of the slide is a photograph of a classroom with several black chairs and wooden desks arranged in rows. A large white circle is centered over the image, containing the title text. To the left of the circle, there are five short, parallel yellow dashes. To the right of the circle, there is a solid orange circle.

Independent School Districts

Random Moment
Time Study

The Agenda

Random Moment Time Study (RMTS) will include:

RMTS Overview

RMTS Requirements

Contacts – Roles and Responsibilities

Participant List

Moment Selection

Moment Response

System Demonstration

Polling Questions

School Health and Related Services (SHARS) Cost Reporting Overview

Medicaid Administrative Claiming (MAC) Overview

Wrap up

What is Random Moment Time Study?

- A valid random sampling technique that measures the participant's time performing work activities.
- The “Moment” represents one minute of time that is randomly selected from all available moments within the quarter.
- Statewide time study sample.
Regardless of the district the time study participant is located, once the moment has occurred, please logon to STAIRS and respond to the series of questions documenting the activity being performed and the name of the district.

Overview – Purpose of RMTS

- To determine the percentage of time the Independent School District (ISD) incurs assisting individuals to access medically necessary Medicaid funded services.

Direct Medical Services - SHARS

Medicaid Outreach

Medicaid Eligibility Determination

Medicaid Referral, Coordination, and Monitoring

Medicaid Staff Training

Medicaid Transportation

Medicaid Translation

Medicaid Program Planning, Development & Interagency Coordination

Medicaid Provider Relations

- To Reasonably identify staff time spent on activities during the given quarter.

Overview – Time Study Activities

Direct Medical – Providing care, treatment and/or counseling

Outreach – Informing students, families and groups about available services

Eligibility – Assisting students or families with the Medicaid eligibility process

Referral, Coordination, and Monitoring – Making referrals, coordinating and/or monitoring activities on a student's Individualized Educational Plan (IEP)

Staff Training – Coordinating, conducting or participating in training pertaining to medical or Medicaid services

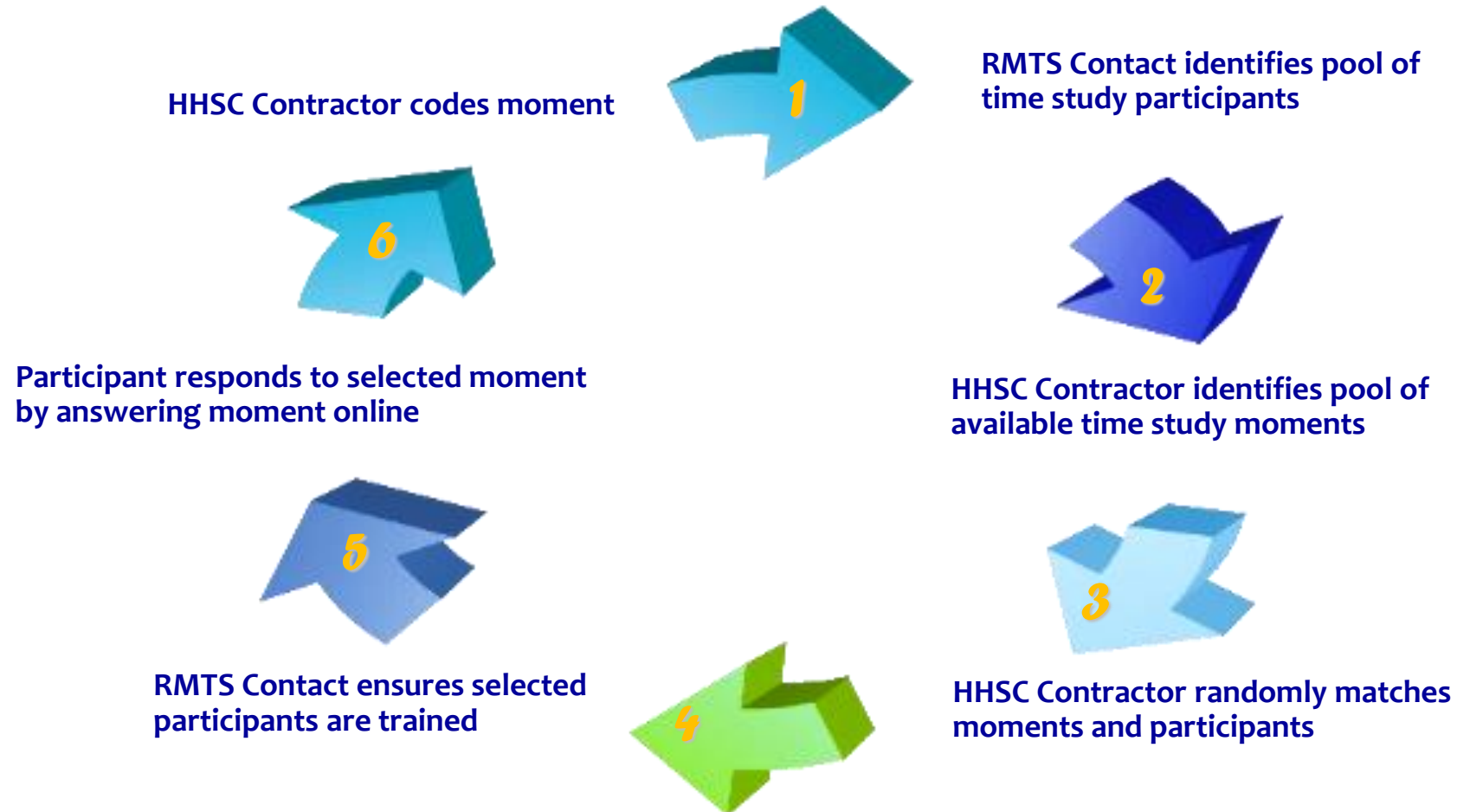
Translation – Arranging or providing translation to a student or family to access medical or Medicaid services

Transportation – (Exclude bus drivers) aides and monitors accompanying students in need of personal care services or arranging transportation to medical services

Program Planning, Development & Interagency Coordination – Developing strategies to improve the coordination and delivery of medical or Medicaid services

Provider Relations – Activities to secure and maintain Medicaid providers

Overview – RMTS Process



Requirements for RMTS

- Participate in Time Study Periods (Federal Fiscal Quarters)

1st Quarter - October, November, December

2nd Quarter - January, February, March

3rd Quarter - April, May, June

4th Quarter – **No Time Study conducted**

- For SHARS - An active **Texas Provider Identifier (TPI) number** from Texas Medicaid & Healthcare Partnership (TMHP) is required.
- For MAC - A valid **Contract number** from HHSC is required.
- **Participant List (PL) must be certified** for ISD to participate in the random moment time study (RMTS).
- The position must be included on the PL to report MAC claims or SHARS cost.
- A statewide **response rate of 85%** for RMTS moments is required.
- Mandatory annual training for RMTS Contact and participants is required.

Requirements - Important Dates

Event	Opens/Begins	Closes/Ends (6 p.m. CT)
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Participant List (PL)

1st Quarter PL	05/14/2021	09/15/2021
2nd Quarter PL	09/16/2021	12/15/2021
3rd Quarter PL	12/16/2021	03/04/2022

Time Study (TS)

1st Quarter TS	10/01/2021	12/10/2021
2nd Quarter TS	01/10/2022	03/31/2022
3rd Quarter TS	04/01/2022	05/27/2022

Requirements — Training

- Each RMTS Contact must complete HHSC training annually
- RMTS contacts are required to complete only one HHS annual initial training and then are eligible to take “refresher” trainings.
- Initial training must be interactive and therefore must be conducted via Face-to-Face, Webinar, Skype or Teleconference
- Refresher training may be conducted via CD's, videos, web-based and self-paced training
- HHSC **requires** that all participating ISD's have at least 2 employees attend mandatory RMTS Contact training
- Trained RMTS contacts are responsible for training Time Study (TS) participants annually
- MAC Financial Contact training and SHARS Financial Contact training are mandatory and held separately

Requirements – Managing Training



Welcome, [redacted] (Logout)



Dashboard

Participant List

Time Study Sample

SHARS Cost Report

Manage

[Manage Contacts](#) | [Manage Training Status](#)

FY2021 -- [redacted]
RMTS Contact Trainings

System Access is limited to “View Only” until training is completed

Filters: FY2021 [redacted] RMTS Contact Trainings [redacted] All Users [redacted] Confirm

[Preparers Available for Hire](#)

Actions	FB User Id	First Name	Last Name	District	Trained	Status	Training	Training Period	Willing to Hire Out? *
Make View-only	1481621	[redacted]	[redacted]	[redacted] (Secondary RMTS Contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2021 - ISD Refresher (Webinar 2020-05-14, 08:30:00-11:00:00)	FY2021	No
Make View-only	1531615	[redacted]	[redacted]	[redacted] (Secondary RMTS Contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2021 - ISD Refresher (Webinar 2020-05-05, 08:30:00-11:00:00)	FY2021	No
Not Trained	1284760	[redacted]	[redacted]	[redacted] (Primary RMTS Contact, Secondary SHARS Financial Contact)	No	No Access to			
Not Trained	1571344	[redacted]	[redacted]	[redacted] (Secondary RMTS Contact)	No	No Access to			
Not Trained	1522078	[redacted]	[redacted]	[redacted] (Secondary SHARS Financial Contact)	No	No Access to			
Not Trained	1614086	[redacted]	[redacted]	[redacted] (Primary Superintendent)	No	No Access to			
Not Trained	1485809	[redacted]	[redacted]	[redacted] (Secondary RMTS Contact, Secondary MAC Financial Contact, Secondary SHARS Financial Contact)	No	No Access to			
Not Trained	1448844	[redacted]	[redacted]	[redacted] (Primary SHARS Financial Contact)	No	No Access to			
Not Trained	904883	[redacted]	[redacted]	[redacted] (Primary MAC Financial Contact)	No	No Access to			
Not Trained	1531507	[redacted]	[redacted]	[redacted] (Secondary RMTS Contact)	No	No Access to			
Not Trained	1486034	[redacted]	[redacted]	[redacted] (Secondary RMTS Contact, Secondary MAC Financial Contact, Secondary SHARS Financial Contact)	No	No Access to			

* Choosing “Yes” means that you authorize the release of your name and contact information to the general public as someone who is willing to be hired to provide contract services to others.
NOTE: You must have attended training for the relevant period and role type in order to select “Yes”. Neither HHSC nor Fairbanks will endorse an individual’s capabilities to provide the contract service.

RMTS Information

[RMTS Information Website \(TX - HHSC\)](#)

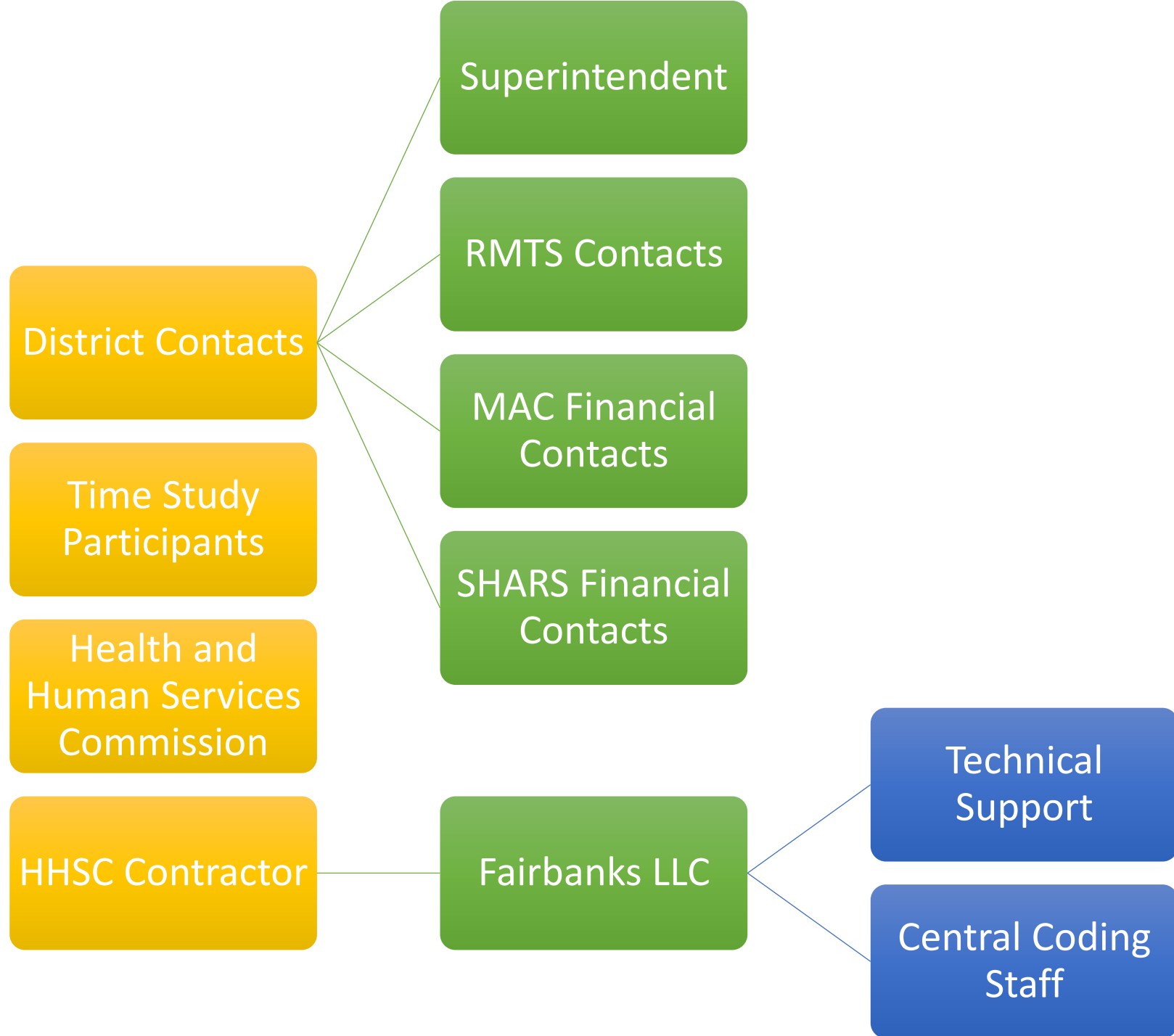
MAC Information

[MAC Information Website \(TX - HHSC\)](#)

SHARS Information

[SHARS Information Website](#)

STAIRS Contacts



Superintendent

Is no longer included on the participant list in any job category including Personal Care Services (PCS)

Must be designated as a contact in STAIRS.
Username and password will be provided via E-mail

Has the ability to add “Primary” RMTS contact

- Primary RMTS Contact can add Secondary Contacts
- When a Primary or Secondary RMTS contact is added, it automatically generates an e-mail containing their username and password

RMTS Contact

Must be an employee of ISD or its designee

- Primary RMTS Contact must be an employee of ISD
- ISD assumes all responsibility for designee's actions/non-actions

Ensure all contact information is current and accurate

Must attend annual training provided by HHSC

Verify and update quarterly Participant List

Provides RMTS training to sampled participants

Provides ongoing technical assistance to participants

Ensure ISD compliance with 85% required response rate

- Receives weekly list of participants that did not respond to their moments (document reason for missed moments)

Contact can enter paid and unpaid time off for the selected participants when they are unavailable

RMTS Contact (con't)

- Time study participants who are absent at the time of their selected moment but will return within 5 business days, should complete the moment.
- The RMTS Contact will need to respond to the moment as “paid or unpaid” leave if the participant will not return within 5 business days.
- If a position is Vacant, the RMTS Contact should respond to the moment as “unpaid” leave. If a position has been filled, the selected moment should be forwarded to the new employee for response.
- If the position is filled after the 3-day notification has been e-mailed to the vacant position or the employee previously in that position, the new employee will have to use the username and password provided on the 3-day notification

Time Study Participant Responsibilities

- Must answer the following to document the sampled moment:

Who was with you?

What were you doing?

Why were you performing activity?

- Must attend annual training provided by trained RMTS Contact
- Participant notified of moment 3 days in advance
- Enter response within 5 business days of moment
- Reminders sent to participants via e-mail at 24, 48, & 72 hrs.

Primary RMTS Contact copied on the 72- hour reminder

- Failure to enter the information will disqualify the moment
- Respond to follow-up questions from coders within 3 business days from receipt of e-mail.

Primary RMTS Contact will be copied on the e-mail

HHSC — Time Study Unit

Provides RMTS support and guidance

Provides training to RMTS Contacts

Provides training to Central Coders

Works with appropriate federal agencies to design and implement programs

Conducts ongoing program review to include:

- Time Study results
- Compliance with training requirements
- Documentation compliance

Sends out the non-compliance notification letters

Fairbanks LLC — Central Coding Staff

Review the participant's response for the sampled moment

Assigns activity code using uniform time study codes

Obtain clarifying information from time study participants if needed via follow-up e-mail within 3 business days of request.

Moments and assigned codes are reviewed by a 2nd and 3rd coder for agreement and quality assurance

Fairbanks LLC — Technical Support

Contracted by HHSC to operate and administer the web-based RMTS system

Assist in annual training for RMTS Contacts

Ongoing system support

Send e-mail notification to selected participant 3 days prior to the sampled moment

Send reminder e-mails for non-response to the sampled moment

Manage Time Study Sample



Welcome, [User] (Logout)

Time Study Sample

Dashboard Participant List Time Study Sample MAC Financial Submission Manage

Open Quarter: July September 2014

Quarter-to-Date Compliance
33%
Overall Compliance
8%

Open Quarter: July September 2014 Change Quarter

(Training status: [full access](#))

[Download Sampled Usernames/Passwords to Distribute](#) [Reference Materials](#)

[Paid Leave](#) [Unpaid Leave](#) [Edit](#)

Showing: 1 - 13

Job Category	Last Name	First Name	Email	Location	Employment Type	Moment ↑	Is Certified
Social Worker - Licensed Baccalaureate (LBSW)			@esc16.net	5800 Bell, Amarillo	Full Time	07/01/2014, 08:47 AM	Certified 07/01/2014, 08:42 PM
<input type="checkbox"/> Speech Language Pathologist - Licensed (SLP)			@esc16.net	5800 Bell St. Amarillo	Full Time	07/23/2014, 04:07 PM	Not Certified Email Print
<input type="checkbox"/> Speech Language Pathologist - Licensed (SLP)			@esc16.net	5800 Bell, Amarillo	Full Time	07/24/2014, 09:54 AM	Not Certified Email Print
<input type="checkbox"/> Director - Program			@esc16.net	5800 Bell St Amarillo	Full Time	07/29/2014, 02:13 PM	Future Moment Email Print
<input type="checkbox"/> Social Worker - Licensed Master (LMSW)			@esc16.net	817 W. Ave, Wellington	Full Time	08/05/2014, 04:17 PM	Future Moment
<input type="checkbox"/> Early Intervention Specialist (EIS)			@esc16.net	5800 Bell, Amarillo	Full Time	08/06/2014, 09:43 AM	Future Moment

RMTS Information

[RMTS Information Website \(TX - HHSC\)](#)

MAC Information

[MAC Information Website \(TX - HHSC\)](#)

For questions, please contact Fairbanks LLC Client Information Center: (888) 321-1225 or info@fairbanksllc.com

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Polling
Question



Polling Question

1. If a participant is selected for a “moment,” the participant should respond to the moment stating:
 - A. A summary of what their job duties are
 - B. What specific activity was being done at the time of their moment
 - C. What they were doing in that one minute of the moment
 - D. B&C
 - E. None of the above

Participant List - Agenda



- Development
- Certification
- Who's In
- Drop Down Options
- System Demonstration

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PL - Development

The trained RMTS Contact provides in STAIRS a comprehensive list of staff eligible to participate in the RMTS at the beginning of each quarter

A participant cannot be added/deleted or or change position/function category once the PL is closed.

Changes cannot be made after the 3rd quarter PL closes until the new FFY PL opens, however attending an early May training will gain a district access to PL mid-May.

PL - Development

An accurate PL is a critical part for ensuring eligibility for MAC and/or SHARS

- If an ISD does not update/certify its PL by the deadline:
- They are ineligible to submit a MAC claim for that quarter
- They are ineligible for SHARS reimbursement for the entire FFY 2021

Every time the PL is updated, it is also certified.

- The RMTS Contact must open the PL and click the “certify the PL” button prior to the deadline, even if there are no changes to the participant list from the previous quarter.

Reminder e-mails will be sent only to those ISDs that have not certified their PL

The PL provides a basis to identify the positions that may be included in the MAC claim and SHARS cost report

PL Development

Staff chosen to participate in RMTS will be categorized in one of two staff pools in Fairbanks as:

➤ **Administrative Services (MAC only)**

Only includes staff who perform administrative activities associated with Medicaid.

➤ **Direct Service Administrative**

Eligible staff providing direct medical services and administrative activities associated with Medicaid.

Administrative staff such as executive directors, program directors, principals, assistant principals, special education directors, and other managers/supervisory staff are not to be included in the time study

PL Development - Vacant Positions

Vacant Positions

Inconsistent implementations from year to year and district to district.

- Only include Vacant position(s) anticipated on being filled during the quarter on the PL.
- Should be reviewed, edited and removed each quarter before the PL closes
- Loading the PL with vacant positions limits the opportunity for the selected moment to be a “reimbursable” response
- RMTS Contact responds to the moment as paid/unpaid leave
- Excess ultimately lowers the RMTS percentage across the State

PL Development - Duplicate Positions

Duplicate Positions

- Identify and Remove from PL
- If more than one job function is performed by the participant, include it only once on the PL in the category/function performed majority of the time.
- Email(s) will be sent to those district identified as having possible duplicate entries.
- HHSC trained RMTS Contact will be responsible for removing duplicate entries prior to the PL close date.

To remove duplicates from the PL do the following:

Export your PL to Excel. Choose the column of data (e.g. address, external ID) that may have duplicates. Highlight that column and choose the “conditional formatting” option. You’ll see an option there to “highlight duplicate values”

It’s easy to identify and remove any duplicates.

PL - Participant List “Who’s In”

Participant List - Who’s In???

- Staff who perform SHARS Direct Medical Services or MAC activities:
 - Regular duties on a weekly basis
 - Regular Staff
 - Federally funded employees
- Contractors (including all positions) who are not employees of the district but provide services for district.
 - For one position being filled by multiple contractors, it should be listed as one position on PL
 - For multiple positions filled by one or more contractors, then each position should be listed on PL.
- Vacant positions anticipated to be filled (with reasonably certainty) during the quarter.

PL - Category Clarification

PL categories with mixed
job functions and titles:

Personal Care
Service Provider

Delegated
Nursing

Service
Coordinator/Case
Manager

Outreach Worker

Behavioral
Counselor

Note: These categories must include the functional (or working) job title on the PL

PL - Category Clarification

Who is NOT eligible for SHARS:

- SBEC Certified or TEA Certified School Counselor and Educational Diagnostician job titles, unless performing PCS and/or on PL for MAC if school participates in MAC.

Note: SBEC Certified or TEA Certified School Counselors and Educational Diagnosticians still have to qualify under the Admin Cost Pool eligible category by performing Medicaid allowable activities to be included in the RMTS

PL – Drop Down Options

(SHARS Direct Medical Categories)

SHARS Direct Medical Categories

Registered Nurses (RN)

Licensed Vocational Nurses (LVN)

Advanced Practical Nurses (APN)

Delegated Nursing Services

Physicians (MDs & DOs)

Licensed Audiologist

Licensed Assistant in Audiology

Licensed Occupational Therapist (OT)

Certified Occupational Therapy Assistant (COTA)

Licensed Physical Therapist (LP)

Licensed Physical Therapy Assistant (LPTA)

Licensed Psychological Associate

Licensed Psychologist

Licensed Specialist in School Psychology (LSSP)

Licensed Psychiatrist

ASHA-Equivalent Speech Language Pathologist (SLP)
with Texas license and master's degree

ASHA SLPs with Texas licenses

Grandfathered SLP with Texas license and no master's
degree

TEA- or SBEC-Certified Speech Therapists

Licensed Assistant in SLP

Licensed SLP Intern

Licensed Professional Counselor (LPC)

Licensed Marriage and Family Therapist (LMFT)

Licensed Clinical Social Worker (LCSW)

Personal Care Service Providers

****All inclusive list of SHARS providers approved by Center for Medicare & Medicaid Services (CMS)**

PL – Drop Down Options

(MAC only Categories)

MAC Only Categories

Behavioral Counselor

Interpreter/Translator/Bilingual Specialist

Licensed Bachelor of Social Work (LSW)

Licensed Master of Social Work (LMSW)

Physician Assistant (PA)

Pregnancy, Education & Parenting Program Personnel

Psychology Intern

Orientation & Mobility Specialist

Outreach Workers

Service Coordinator/Case Managers

PL — System Demonstration



Demonstration of RMTS online system:

- Participant List Development
- Managing Contacts
- Designating “Willing to Hire Out”
- Training Tracking
- Time Study Sample
- Monitoring Response Completion
- Documenting non-response

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Polling
Question



Polling Question

2. To be included on the MAC claim and/or SHARS Cost Report, the position must be included on the PL.

- A. True
- B. False

3. A primary RMTS Contact does not have to be trained annually?

- A. True
- B. False

Polling Question

4. Which is **NOT** a true statement? If the PL isn't certified by the due date for the quarter, then...
- A. For SHARS, district is ineligible for the rest of the FFY;
 - B. For MAC, districts are ineligible for the quarter.
 - C. All staff should be added on the PL.
 - D. When the PL closes, districts can still add participants
 - E. Both C&D

Educational or Direct Medical

Educational Services Include:

- Reading/English/Language Arts
- Writing
- Mathematics
- Science
- Social studies
- Physical education
- Electives

Educational or Direct Medical

Direct Medical Services are:

- **Medical Services** that require a licensed skilled, trained professional, such as:
 - Nursing
 - Psychology
 - Counseling
 - OT, PT, Speech, Evaluations
- **Personal Care Services (PCS)** - *Activities of Daily Living (ADL)* or *Instrumental Activities of Daily Living (IADL)* that require human intervention to accomplish the task the student would normally do for themselves if they did not have a disability or chronic medical condition, i.e., hands on assistance, monitoring, cueing, redirection.

Personal Care Services

The RMTS Contact is responsible for training time study participants as it pertains to personal care services, such as:

- A personal care service **is** a direct medical service
- A student receiving a personal care service should have an IEP that lists the specific activity and personal care service needed
- When responding to a time study moment, PCS Providers' response should be restricted to the one minute in time. **DO NOT** list multiple activities or their job description/responsibilities
- A response should always include the specific human intervention (cueing, monitoring, etc.) for the ADL being provided
- If the "Why" states "to provide a direct medical service as defined on a student IEP", then the "What" should clearly define the personal care service
- In situations where lesson planning is being done, please indicate the specific student audience and if it is IEP related.

Note: To ensure Personal Care Services are being documented correctly, a list of follow-up questions will be asked.

Personal Care Services

Personal care services (PCS) are provided to assist a student with a disability or chronic health condition so they may benefit from school/educational services

Personal care services include a range of human assistance provided to students to accomplish ADLs or IADLs the student would normally do for themselves if they did not have a disability

A student may be physically capable of eating lunch but is unable to independently eat in the cafeteria because of functional, cognitive, or behavioral impairments

PCS may be provided by a wide range of school personnel:

Teacher Aides

Mobility Specialists

Instructional Aides

Bilingual Aides

Bus Aides/Monitors

Health Care Aides Orientation

Teachers

Clerks



Personal Care Services

Included but are not limited to:

Eating/feeding

Meal preparation

Personal hygiene

Toileting

Maintaining continence

Dressing

Grooming

Transferring

Monitoring

Redirection

Cueing

Positioning

Ambulation

Intervening with behaviors

Respiratory assistance

Assisting with self administering medication



Personal Care Services

PCS are often provided in Life Skills/Self-Contained classrooms because:

- The Life Skills class consists of students with Moderate to Severe disabilities, showing limitations in communication, social skills and activities of daily living (ADL)
- The course curriculum is driven by the student's needs as stated in each student's IEP
- These classes may have different skill areas addressed based on student needs, such as:

Domestic skills







Daily living skills

Pre-vocational skills







Vocational skills

Social skills

Educational Vs. Direct Medical/PCS

- ☐ A teacher helping a student solve a math problem that they are having difficulty understanding. 
- ☐ A PCSP is assisting a student solve a math problem by providing hand over hand assistance operating a calculator. 
- ☐ A teacher demonstrating sounding out words during a reading lesson. 
- ☐ A Speech Therapist is working with a student on an articulation exercise. 
- ☐ A teacher in an inclusion class is teaching a Social Studies lesson. 
- ☐ A teacher's aide is monitoring and cueing students in an inclusion class during a Social Studies lesson to stay seated. 

Educational Vs. Direct Medical/PCS

- ☐ A Licensed Specialist in School Psychology providing academic counseling to a student. 
- ☐ A Licensed Specialist in School Psychology providing cognitive behavioral therapy to a student as part of their defined BIP. 
- ☐ A Nurse teaching students in a health class the benefits of proper hand washing. 
- ☐ A Delegated Nurse assisting a diabetic student in washing their hands prior to checking their blood sugar per the IEP. 
- ☐ A PCSP in the cafeteria monitoring all students. 
- ☐ A PCSP in the cafeteria cueing a student to swallow between bites during lunch. 

What is Monitoring?

Monitoring is a Direct Medical Service when:

- The student has received medication as indicated on his/her IEP and the participant is monitoring the student for a reaction.

This activity is a delegated nursing service

- The student's IEP requires that he/she receive continuous monitoring due to a behavior problem.

This activity is a personal care service (PCS)

Monitoring is an Educational Service when:

- General monitoring of students in a cafeteria to ensure all students' behaviors are in accordance with school policy.

This activity is general supervision of students

Moment Example



Moment

Job Category	Personal Care Service Provider
Random Moment Time	05/26/2021 3:14 PM
Date Certified	05/26/2021 3:25 PM
Who was with you?	Multiple students All with either a disability or medical impairment
Why were you performing this activity?	To provide classroom instruction
What were you doing?	I was teaching vocational skills to two students as part of their IEP goals. I was supervising one student who was typing on a website. I was teaching another student how to properly shred paper, how to work our paper shredder at the moment with prompting and cueing.

The participant listed multiple tasks. We only want to know what one specific activity they were engaging in at the time their moment occurred.

Moment Example



Job Category	Personal Care Service Provider
Random Moment Time	05/25/2021 1:50 PM
Date Certified	05/28/2021 9:09 AM
Who was with you?	Student with learning disability (dyslexia, language difficulty, reading difficulty, math difficulty, etc.)
Why were you performing this activity?	To keep the student on task, in seat, awake that they cannot manage independently Per IEP
What were you doing?	I was in the classroom with about 6 kids.. The teacher was given a lesson on science. I was just making sure the kids were listening and explaining to them something that they did not understand.

The participant did not mention what personal care service they were providing (ie. IEP related redirection OR prompting OR cueing, etc.). This prompted a f/u question from the Coders.

Moment Example



Moment

Job Category	Personal Care Service Provider
Random Moment Time	05/21/2021 10:30 AM
Date Certified	05/21/2021 5:55 PM
Who was with you?	Multiple students All with either a disability or medical impairment
Why were you performing this activity?	To assist the student toileting Due to disability (cognitive, physical, or mental health) unable to accomplish independently - Per IEP
What were you doing?	I was supervising my 2 students as they took a restroom break. Verbal prompts were given to tell them to wash hands, use soap, dry hands and flush the toilet.

The participant mentioned one specific task and the personal care service they were providing (ie. IEP related redirection OR prompting OR cueing, etc.).

Polling
Question



Polling Question

5. Which is not a role/responsibility of a district HHSC trained secondary RMTS Contact?

- A. Manage the time study sample
- B. Add a primary/secondary contact in STAIRS
- C. Update/certify the participant list
- D. Train time study participants that have been selected for a moment on RMTS

6. Districts should review and remove any duplicate positions on the PL before certifying. True/False?

- A. True
- B. False

Polling Questions

7. What is true about contract positions listed on the PL?

- A. List each contracted person under one position should be listed
- B. List position being filled by multiple contractors should be listed as one position on PL
- C. List each contracted multiple position should be listed on PL.
- D. Contract positions do not belong on the PL
- E. B&C

Emailed Messages

Types of Communication managed predominantly via e-mail, i.e.:

RMTS moment notifications and follow ups
Participant list updates
Compliance follow-ups
MAC Financial notifications and follow-ups

Role in Fairbanks dictates what messages you receive

- Authorize your e-mail system to accept emails from Fairbanks.
- Confirm with your IT staff to make sure that e-mails with info@fairbanksllc.com, and @hhsc.state.tx.us extensions pass through firewalls and spam filters.

Helpful Hints

Passwords

- Passwords will not change
- You can reset your password at the log-in screen

Managing Contacts

- Delete contacts no longer with the district
(Do not backspace or type over the name).
- To add a contact in system, use the “Add a new contact”
Username & Password will be e-mailed
- Primary contacts can change primary status to secondary.
- Secondary contacts cannot change to primary contact status.
- There is only one Primary contact for each role (RMTS, SHARS, MAC Financial)
- Secondary Contacts are unlimited in number.

**For system questions contact Fairbanks support line:
(888) 321-1225**

WRAP UP

Training credit cannot be applied until a STAIRS account has been created by the Primary RMTS or Superintendent.

There are
NO
certificates
for
training:

An email will be sent for attending today's training. It does not mean that you will receive training credit.

To view training attendance information, click on the "Training" tab in STAIRS.

A maximum of 9 days processing time is required after attending training. Status will show "full" access once credit is applied.

"Full Access" allows RMTS Contacts to update/certify the participant list.

This screen can be printed by using the printer icon located on the top right corner of the screen for your records

Contact Information

Time Study

(512) 490-3194

Richard Baylie - **Director**

Ri-Chard Thomas – **Team Lead**

Alexandra Young – **Rate Analyst**

E-Mail Address

Timestudy@hhs.texas.gov

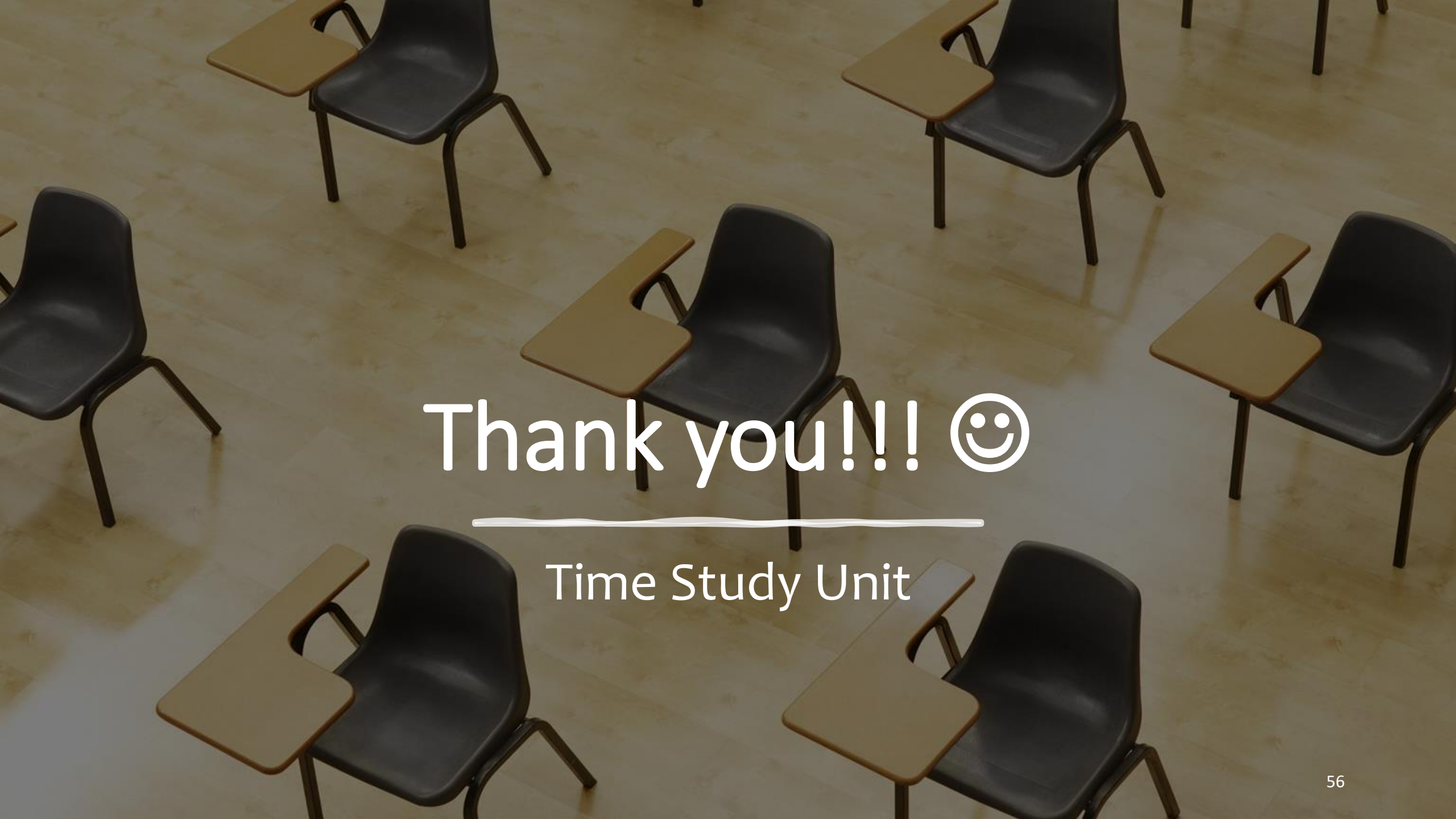
Website

<https://pfd.hhs.texas.gov/time-study/time-study-independent-school-districts-isd>

Fairbanks, LLC.

(888) 321-1225

info@fairbanksllc.com



Thank you!!! 😊

Time Study Unit